

**New Redesigned Cancellation/Correction:** In an effort to increase system response time, new options have been added to retrieve Cancellation/Correction actions:

1. When you go into Cancellation/Correction, a "Find" box will appear. The "Find" box is similar to the one found in People > Enter and Maintain.
2. If you choose not to use the "Find" box, you can still select F11 and Ctrl + F11 to search for the employee(s).
3. Three new radio buttons are now on the form as search options:

**Personnel Actions**

- **Completed** – All actions that have processed
- **Pending** – Future dated actions
- **All** – Both Completed and Pending

**Step 1:** Search for an employee.

Effective Date	Process Order	NOA Code	Status	Family

**Step 2:** Click in this section to begin the search. All initial searches will first search for "Completed" actions.

After the "Completed" search, the "Pending" and "All" button will be available to select.

4. To search, the user must first select an employee. Then the user must click in the lower half section. All initial searches will search for "Completed Actions" first. If the employee does not have any completed actions, a message in the left hand corner will appear. After the initial search on "Completed" actions, to view "Pending" or "All" actions click the corresponding radio buttons and RPAs will populate to meet the actions requested.